

TMR

Travel and Miscellaneous Reimbursements

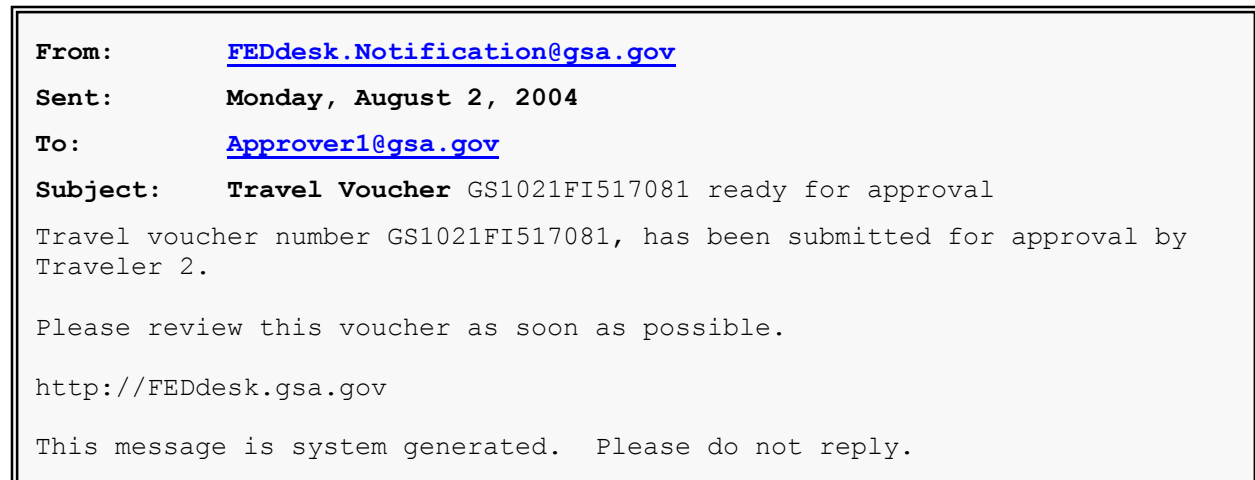
Approving Authorizations & Vouchers

August 2004

This manual is available for printing at <http://feddesk.gsa.gov>

The steps for approving Travel Authorizations, Travel Vouchers and Miscellaneous Vouchers are the same. The examples shown here are for approving Travel Vouchers.

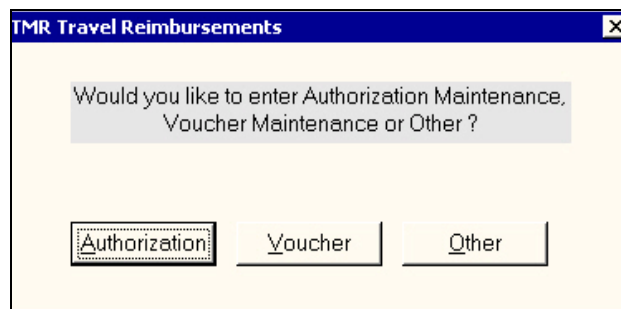
When a Voucher or Authorization is Submitted for Approval, TMR automatically sends an email message to the Approver. The message says:



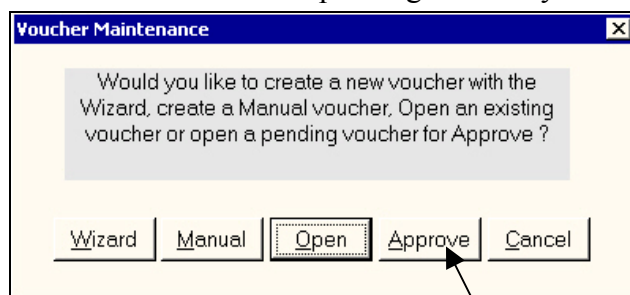
The content of the message changes based upon the receiver of the message and why the voucher is being routed to him/her.

To Approve an Authorization or Voucher:

Log on to FEDdesk:



For Travel, choose Authorization or Voucher depending on what you wish to approve.



Click on the APPROVE button.

The search parameters are already entered. Click the FIND button.
Or, you may select any other criteria for your search and then click the FIND button.

Traveler	Voucher #	Date/Time Created	Status	Approval Status	Auth ID	Remarks
Traveler, One	21667	07/29/2004 16:21:08	Submitted for Appr	Pending	21296	
Traveler, One	21666	07/29/2004 16:19:44	Submitted for Appr	Pending	21203	
Traveler, Two	21608	07/19/2004 15:56:46	Submitted for Appr	Pending	21261	Quarterly site
Traveler, Two	21601	07/19/2004 15:16:24	Submitted for Appr	Pending	21261	BIG Conferen

After your choices appear, choose the record you want by highlighting (click once) the record and click 'OK' or just double-click. Notice that the status of the voucher displays.

To review All records that are found, click the 'SELECT ALL' button .
Alternately, you can highlight the first record, hold the **Control** key down and click on other records to review. Each record selected will be highlighted. Click OK to bring up the first record.

Voucher Number: GSR6PM021666 Voucher Type: Travel Expense Voucher (Final Voucher)

Status: Submitted for Approval as of 07/29/2004

Created By: One Traveler on 07/29/2004

Traveler/Requestor: One Traveler

ACT Number: 21203000 Authorization ID: 21203

Pegasys Ref. Number: Purpose of Trip: SV-Site Visit

Remarks:

The first record displays. When more than one record is selected, forward and backward buttons are active to allow scrolling through each record.

Contains Privacy Data PL93-579 Privacy Act - Travel Reimbursements - One Approver - fedtest - [Voucher Maintenance]

File Edit Tools Window Help

Record 3/4

General Info **Line Items** Accounting Approvals Activity

Date Incurred	Expense Category	City State	Expense Type	Acct	Corporate	Non Federal	Bank Sponsored	Card	Mileage	Amount	Lodging Tax/ Ticket Fee	Comments
7/26/2004	Per Diem	MACKINAC ISLAND, MICHIGAN	Meal + IE							\$35.25		MI&E for travel day
7/28/2004	Per Diem	MACKINAC ISLAND, MICHIGAN	Meal + IE							\$35.25		MI&E for travel day
7/27/2004	Per Diem	MACKINAC ISLAND, MICHIGAN	Meal + IE							\$47.00		MI&E for 1 full days
7/26/2004	Transportatio	MACKINAC ISLAND, MICHIGAN	Airline							\$250.00	\$25.00	Corporate Account
7/28/2004	Per Diem	MACKINAC ISLAND, MICHIGAN	Lodging							\$330.00	\$60.00	Lodging for 2 days
7/28/2004	Transportatio	MACKINAC ISLAND, MICHIGAN	Car Rental							\$175.00		

Voucher Total: \$957.50 Employee Reimbursement: \$682.50 Outstanding Adv Amt: \$0.00 Net Employee Reimbursement: \$682.50
Current mileage rate: \$0.375 Bankcard Total: \$0.00

Ready

Review the Voucher/Authorization. Notice that the Line Items are grayed out and are view only. An Approver cannot change Line Items. If you are not satisfied or you wish a Line Item changed, you can reject the Voucher/Authorization by clicking on the Sad Face (Reject) icon that is next to the Approve icon at the top of the screen. You will be prompted to supply a reason for the rejection.

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File Edit Tools Window Help

Record 3/4

General Info Line Items **Accounting** Approvals Activity

Type	Amount	Fund	Beg FY	Region	Organization	Budget Activity	Function Code	Cost Elem	Project Number	Work Item	Bu
Reimbursement	82.50	192X	2002	06	P06M0001	PG61	PGA94	119			
Bankcard	600.00	192X	2002	06	P06M0001	PG61	PGA94	119			

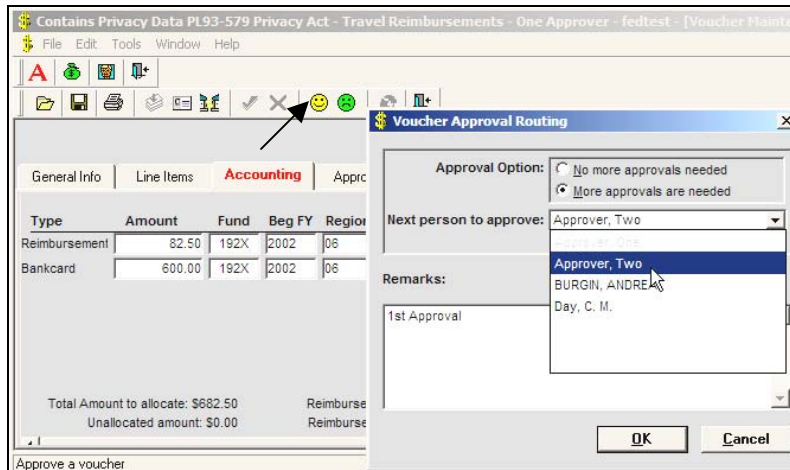
Total Amount to allocate: \$682.50 Reimbursement Amount to allocate: \$82.50 No Bankcard funds to allocate
Unallocated amount: \$0.00 Reimbursement Unallocated amount: \$0.00 Extra Bankcard Amount Paid: \$600.00

Approve a voucher

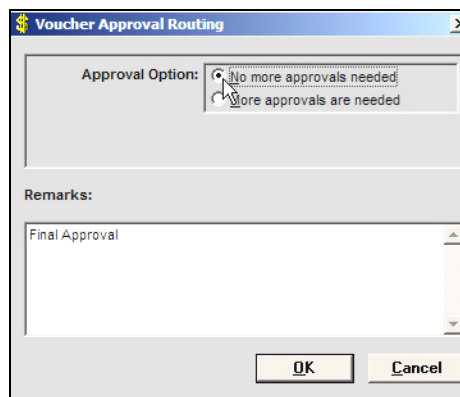
The Approver, however, can change Accounting information, including separating fund disbursement among different Account Codes.

Note: The Accounting folder is customized for your Agency and may look different than the sample shown here. However, entering data into the folder is the same.

If you Approve the Voucher by choosing the Happy Face, the Approval Routing window displays.



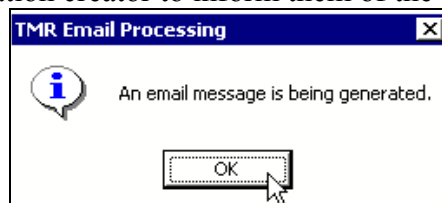
When you choose ‘More approvals are needed’, select the ‘Next person to approve’. Available choices are in a drop down box. Choose the next Approver and enter Remarks if desired and then click OK. If an Approver’s name is not in the drop down box for selection, contact the TMR Coordinator to have the name added to your list.



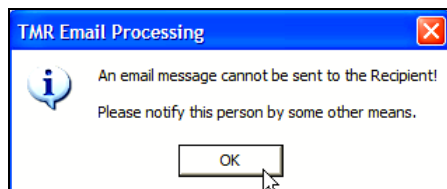
Choosing ‘No more approvals are needed’ gives final approval and the Voucher/Authorization is submitted for payment

YOU CAN NOT forward a Voucher/Authorization to someone who has already had it in his/her possession. If you wish to send the Voucher/Authorization “back” through previous Approvers, you must Reject it back to the Traveler or Authorization/Voucher creator.

After Approval, a Mail System message lets you know that an email message is being sent to the Traveler or Voucher/Authorization creator to inform them of the status of the record.

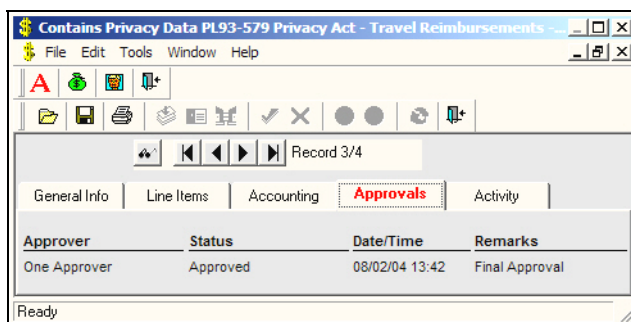


An email message is generated each step of the way from the submission of the record through final approval and is sent to each person that is involved.

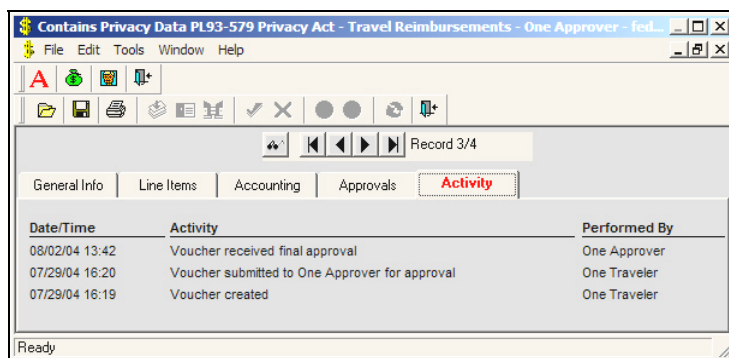


If the recipient of a system-generated message does not have a valid email address in the UserID file, a message displays informing you that the email was not sent. An unsuccessful email does not affect the Voucher/Authorization or its status. It only means that someone did not receive a mail message. You will need to notify the person directly. If you receive a message about an unsuccessful email attempt, contact the TMR Coordinator so that an email address for the recipient can be entered into TMR.

The Approvals folder displays the action taken by Approvers on this Voucher/Authorization.

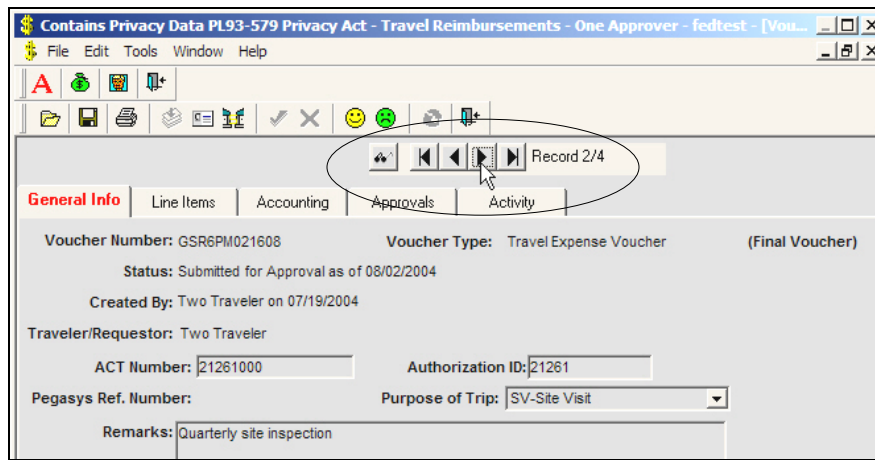


The Activity folder displays the sequence of events and prior routing of this Voucher/Authorization.



FYI: At each stage of the Voucher Approval process, the Traveler is notified. When you Approve and forward, two messages are sent. The first is to the next Approver and the second to the Traveler to inform him/her of the status of the voucher. For Authorizations, the creator of the Authorization is notified at each stage of approval. When the Authorization receives final approval, the Traveler is also notified.

After Accepting or Rejecting the Voucher/Authorization, you are ready to review the next record. When more than one record is selected, forward and backward buttons are active to allow scrolling through each record. Click the forward button to display the next record.



Reminders for Approving Authorizations & Vouchers	
1	<u>Tab</u> out of a field after entry for update to occur.
2	<u>Save</u> your work before exiting a record.
3	<u>Save</u> your work after Approving or Rejecting a Voucher/Authorizaton..
4	YOU CAN NOT forward a Voucher/Authorization to someone who has already had it in his/her possession. If you wish to send the Voucher/Authorization “back” through previous Approvers, you must Reject it back to the Traveler or Authorization/Voucher creator.
5	The TMR Coordinator can Redirect an Authorization or Voucher to another Approver or back to the creator.